

SAFETY AND TRAINING COORDINATOR

NATURE OF WORK

This is responsible administrative and technical work developing and maintaining a comprehensive city-wide safety/loss control program and safety training program.

Work involves responsibility for inspecting facilities and grounds, reviewing vehicles and worksite accident reports, and analyzing serious accident and injury claims in order to prevent further losses. An employee in this class is expected to exercise considerable independent judgment and initiative requiring technical understanding of accepted safety/loss control practices and procedures, especially in relation to OSHA and Nebraska LB757. Supervision is received from the Risk Manager.

EXAMPLES OF WORK PERFORMED

Plans, organizes and develops approved safety policies, guidelines, procedures and recommended incentive programs.

Works with and assists the City-Wide Safety Committee as set forth by Nebraska LB757 and City policy.

Consults with all levels of departmental staff in assessing City-wide safety and training needs.

Prepares and presents, or contracts with others to present, safety training, orientation materials, or any other items such as manuals, videos, booklets or instructional items for safety training.

Establishes and maintains activity files, prepares reports and makes recommendations relative to safety policies and procedures.

Reviews all accidents and injuries to prevent additional injuries and to facilitate a prompt return to work by affected employees.

Conducts worksite job safety analysis (JSA) hazard assessments and reviews of all hazardous activities.

Reviews equipment operating procedures, technical specifications and potential hazards for inclusion in safety and training programs.

Analyses losses for appropriate training and control procedures.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of OSHA standards and loss control techniques.

Knowledge of other safety/loss control rules or regulations mandated by state or federal law.

Ability to develop and administer sound programs in the area of safety/loss control techniques.

Ability to communicate effectively both orally and in writing.

Ability to prepare reports and make appropriate recommendations.

Ability to establish and maintain effective working relationships with all levels of management and support staff.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in safety and health, industrial engineering, business administration or related field plus experience relating to safety, loss control or risk management. Possession of an ALCM (Associate in Loss Control Management) or CSP (Certified Safety Professional) designation, or willingness to obtain either.

MINIMUM REQUIREMENTS

Graduation from a senior high school or equivalent supplemented by college level course work in safety and health, industrial engineering, business administration or related field plus some experience relating to safety, loss control or risk management; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Approved by: _____
Department Head

8/95

Title Change: 11/97

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